

27 August 1953

WEEKLY ACTIVITY REPORT

(Items marked with an \* are suggested for Mr. Baird's Report)

A. PROGRESS REPORT - OLD PROJECTS

1. Instructor Training Course

a. The suggested list of names for TR(S) participation in the ITC have been approved by the Plans and Programs Staff. The participants have been notified and are cooperating in the preparation of the next course to be given starting 19 October.

2. Mobile Audio-Visual Aids Device

a. The comments have been received from the Training Liaison Officers who had attended the demonstrations. Their comments did not reveal interest toward any modifications other than possible uses in other divisions. Capabilities of the machine are being discussed with the Chief, Commo Training.

3. Project OSS Footage - No change

4. Motion Picture Film

a. The Director and the Assistant Director are working on getting adequate maps and costumes ready and have taken some of the above material

5. Support

- a. Film  - 9 films previewed, 2 retention prints on order
- b. Graphic Aids - no change
- c. Maps and charts - no change
- d. Editorial and Reproduction - no change
- e. Library Services - A selected collection of seventy-five books for general area background studies has been culled from the RIT/G collection.

6. War Plans Staff Officer Course - All material completed, instructor yet to decide final arrangement of material.

7. Display for  Museum - no change

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8. Translation of Basic Agent Training Tradecraft Manual [ ] - translation 90% completed; one-third of stencils cut and reproduced. Projected date of completion is 8 September. 25X1

9. The Red Interpreter - no change

10. Filmagraph Production for BIS(I) -

a. Discussion was held with Mr. [ ] concerning the future revision of the interim film-strip project. It was decided that Mr. [ ] would review the total number of slides and decide upon the necessary revisions in accordance with his audio presentation. The entire revision of the film-strip will be carried out in finished layout roughs before any initial attempt to do final art work. A deadline date of October 15th was mentioned by Mr. [ ] 25X1

b. The preliminary layout roughs for the 2" x 2" colored lantern slides dealing with "The Flow of Intelligence" have been submitted to Mr. [ ] for his consideration and review. These have been approved by Mr. [ ] with minor corrections; and Mr. [ ] has requested that the slides be completed by the date at which the special projector will be on hand. 25X1

11. Instructional booklet, Your Career, for Clerical Refresher Courses/TR(G) - Final editing approved by the requesting office. To be returned by Reproduction Division for clearance through Special Assistant to DD/A [ ]. 25X1

12. Educational Exhibit for BIS(I) - Renovation of the room in Alcott Hall to be used for display purposes has been requested by BIS. Sketches have been made by GAS and submitted to the instructor for approval. Work will be done under separate contract.

13. Order of Battle Edited Training Film - no change.

14. Blackboard Training Aids for Administration Course - All training aids (4) completed and delivered to instructor.

B. PROGRESS REPORT - NEW PROJECTS

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2. CIA Organization Panels for BIS(CS) - Four, 4' x 8' plywood panel training aids depicting CIA Organization have been designed for use in the BIC(CS). Complete series is designed to be used as a total unit or by its separate parts or several parts. Completion date: 14 September.

C. ITEMS OF CURRENT INTEREST

1. The RIT/G book collection was distributed to interested parties upon notification that the Reception and Interim Training Program was discontinued.
2. The OTR Librarian visited the  Library on 21 August to discuss problems of common concern with the new Chief Librarian.
3. The librarian discussed reports on recent caching techniques with the Training Liaison Officer, TSS and the Chief of Caching, TSS, on 24 August. OTR has received all pertinent material available to date. New reports will be forwarded  upon completion.
4. The OTR Librarian held discussion with the librarian, Commo Engineering relative to establishing channels for receiving reports of burial projects being conducted by the Engineering Division, Office of Communications.

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D. ITEMS OF ADMINISTRATIVE INTEREST - None



Chief, Training Aids Branch

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